

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, California 95814
(916) 445-7046



September 26, 1977

ALL-COUNTY LETTER NO. 77-40 (Fin. Mgt. Services Br.)

TO: ALL COUNTY WELFARE DIRECTORS
WELFARE FISCAL SUPERVISORS
COUNTY AUDITORS
ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: County Welfare Administrative Expense Claim

REFERENCE:

This is to provide claiming and time study instructions for the July-September 1977 quarter. Included are instructions for claiming Emergency Shelter Care, Restaurant Meal Allowances, Boarding Home Licensing, WIN SAU, and Child Care. Time study clarification for Fair Hearings and inter-county transfers are also included. In addition, information on the use of Federal revenue sharing funds for matching purposes, Homemaker/Chore maximum payment per case, Out-of-Home Care, prior year/prior quarter adjustments subsequent to July 1, 1977, and the DFA 384 and DFA 394 forms are contained in the attached instructions.

The revised Administrative Expense Claim forms relative to the above changes will be forwarded to the counties under separate cover and are to be used to complete the September 1977/78 quarter. They are as follows:

<u>Form</u>	<u>Revision Date</u>
DFA 46	7/77
DFA 47	7/77
DFA 43	7/77
DFA 327.1	7/77
DFA 327.4	7/77
DFA 327.6	7/77
DFA 327.9	7/77
DFA 325.3	7/77

Restaurant Meal Allowances

This will provide fiscal claiming instructions for restaurant meal allowances paid to eligible welfare clients receiving Homemaker/Chore services. These instructions are retroactive to January 1977 and cover the period January through June 1977, and the 1977/78 Fiscal Year.

Detailed program instructions were issued previously by DOH via Services Memorandum No. 7-77 dated January 27, 1977, and later updated in Social Services Letter 77-35 dated August 25, 1977.

Fiscal claiming instructions are as follows:

1. January through June 1977

Under the existing State Supplemental Program (SSP), aged or disabled recipients are entitled to a restaurant meal allowance when they do not have adequate cooking facilities in their home. Any Homemaker/Chore recipient who chooses the allowance and does not have adequate cooking facilities at home is eligible to receive payment for the allowance through the State Supplemental Program. Only those Homemaker/Chore recipients who choose the allowance and have adequate cooking facilities at home but whose disabilities prevent their use are to receive payment for the allowance through the Homemaker/Chore program.

The restaurant meal allowance is to be calculated at 60% of the amount spent on restaurant meals up to a maximum payment of \$32 per month. A certificate of the amount the client has spent on restaurant meals during the month including meals on wheels and congregate meals must be provided each month to the county by the client choosing to receive a restaurant meal allowance. These certifications are to be maintained by the county for future audit reference.

Such an allowance falls within the maximum payment limitations per Homemaker/Chore case of \$380 per month up to \$548 for severely impaired individuals.

Transportation to and from meal sites will not be reimbursed.

Costs as outlined above are to be claimed as direct costs to the Homemaker/Chore program on DFA 325.3, Group IIIA, Operating Costs.

Reimbursement for such costs are subject to individual county Homemaker/Chore allocation limitations.

2. Fiscal Year 1977/78

The claiming instructions for this period are the same as for January - June 1977 with the following exceptions.

1. The maximum allowance is \$33 per month.

2. The meal allowance is to be included in the maximum payable per Homemaker/Chore case of \$400 per month up to \$577 for severely impaired individuals.

Revenue Sharing Funds

Recently released Federal regulations have removed restrictions on the use of Federal Revenue Sharing Funds as matching funds. Effective January 1, 1977, Federal Revenue Sharing Funds may be treated as general county funds for matching purposes.

Emergency Shelter Care

1. Title XX

The 14-day limitation on Emergency Shelter Care provided under Title XX has been expanded to allow 30 consecutive days within a 12-month period. However, the extension of a placement beyond the basic 14-day period must have the approval of second-line supervisors or above, in order to be allowable. If supervisory approval has not been given, the 14-day limitation would apply.

For approved 30-day placement cases, Emergency Shelter Care provided in excess of 30 consecutive days is to be charged to the General Relief Program.

For the basic 14-day placement cases, Emergency Shelter Care provided in excess of 14 days is to be charged to the General Relief Program.

The cost of Emergency Shelter Care is to be prorated and charged to the category of recipients. Please refer to Fiscal Manual Section 25-835 for the methodology to be used. However, costs are now to be distributed between the categories AFDC, SSI/SSP, Income Eligibles, MNO, Without Regard to Income, CWS, and GR. In order to charge Emergency Shelter Care costs to any of the Title XX categories other than Without Regard to Income (AFDC, SSI/SSP, Income Eligible, MNO), the recipients must be determined eligible according to Title XX Social Services eligibility criteria.

2. Title IV-B

It is our understanding that proposed DOH Regulations governing Title IV-B program activities have not been implemented as of the date of this letter. Therefore, Title IV-B requirements for claiming Emergency Shelter Care have not changed. Those claiming instructions are as follows.

Emergency Shelter Care may be provided for a maximum of 14 consecutive days under Title IV-B in accordance with Division 10-530.12 of the Operations Policies and Procedures Manual. However, counties may not claim for fourteen days or thirty days of Emergency Shelter Care under Title XX and immediately claim for additional days for the same case or recipient under Child Welfare Services, Title IV-B. Emergency Shelter care provided in excess of 14 consecutive days is to be charged to the county General Relief Program.

Umbrella/Super Agencies

Previous instructions concerning claiming of Umbrella/Super Agency costs in DBP Fiscal Manual 25-827.5d have been revised to include the following.

Effective July 1, 1978 all counties having Super Agency or Umbrella type organizational structures encompassing the county welfare department must have prior approval before claiming Federal and State funding for that agency. All costs claimed by Umbrella/Super Agency counties must be developed via an agency indirect cost rate proposal (ICRP). These county ICRPs must be submitted annually to DBP for approval. Counties wishing to claim Umbrella/Super Agency costs should submit their ICRPs on or before January 1 of the year prior to the fiscal year they are to be used. The ICRPs should cover state fiscal year periods. Only those costs of the Super Agency applicable to welfare as determined by an approved ICRP are reimbursable. Action on the counties' requests for approval will be taken by DBP in ample time to allow claiming (if approved) at the beginning of each fiscal year.

Counties currently claiming Umbrella/Super Agency costs to welfare for fiscal year 1977-78 will be allowed to continue claiming pending submission of their ICRP relative to that fiscal period for review and approval by DBP.

Boarding Home Licensing (BHL)

Department of Health Licensing and Certification Division has notified the Department of Benefit Payments (DBP) that effective July 1, 1977, counties are to be paid for actual BHL expenditures up to each individual county's allocation for Fiscal Year 1976/77. The \$100 maximum per licensed facility limitation will not be applicable to claims subsequent to the July 1, 1977 date.

Information on this funding change was received too late to allow DBP to make the necessary changes to the July-September 1977 claiming forms. In order to expedite payment to the counties for this period, counties should make the necessary adjustments to the July-September 1977 quarter claims to allow reimbursement of all costs up to individual county allocations. This can be accomplished by crossing the BHL Modification off the DFA 327.4 and carrying total BHL costs as determined on the DFA 327.2 directly to the DFA 327.7, Line C, Columns 2, 3, and 6. County share on the DFA 327.7, Column 7, should be computed as instructed on the claim forms. The DFA 327.9 BHL Line should then be completed by entering figures resulting from the above corrections to the DFA 327.7.

County welfare administrative expense forms for the October-December 1977 quarter will be revised to reflect these funding changes.

WIN-SAU

Counties were previously notified that an additional time study break-out of WIN activities would be required effective July 1, 1977. Further clarification from the Federal Government has resulted in a change in those requirements as follows.

Counties are now required to break out the salaries of WIN-SAU staff between (1) caseworkers and their first line supervisors and (2) all other WIN-SAU support staff. This requirement will pertain to only those counties with co-located SAU's. Support costs of WIN-SAU's located solely in the county welfare department are already identified via the cost allocation processes on the county welfare administrative expense claim. Salaries of co-located WIN-SAU support staff and WIN-SAU casework staff must now be broken out and identified separately on the DFA 325.3, Group III, A1. This will require that counties accumulate salaries of all SAU support staff separately from all casework salaries. Once support staff and casework salaries are accumulated and separately identified, each category must then be broken out between WIN and AFDC in accordance with ratios as determined on the DFA 47, Footnote 4. Thus identified, the two categories of WIN costs (WIN-SAU casework and WIN-SAU support costs) are to be entered as separate amounts on the DFA 325.3.

Counties should continue to report the AFDC portion of SAU costs in the usual manner.

Child Care

Effective July 1, 1977, the maximum reimbursement rates for child care have been changed to:

- (1) For children two years of age or older, reimbursement is available at \$1.28 per child/hour or program cost, whichever is less.
- (2) For children two years of age or younger, reimbursement is available at \$1.53 per child/hour or program cost, whichever is less.

The reimbursement rates per child/hour are not to be computed by an averaging method. The reimbursement rates apply to each case.

Claiming Prior Year/Prior Quarter Costs Subsequent to July 1, 1976.

Counties were informed in All-County Letter No. 76-92 of the change in the Federal Fiscal Year to the October 1, through September 30, period. As you know, the State Fiscal Year period remained the same. To assure that expenditures are reported in the proper state and federal fiscal years, prior year/prior quarter adjustments to claiming periods subsequent to July 1, 1976 are to be reported as follows:

- (1) All adjustments to costs claimed in any July-September quarter claiming period must be adjusted on the claim format effective for that quarter. The claiming format, claiming instructions, and salary pools applicable to that quarter as an allocation base must be used.
- (2) All adjustments to costs claimed in any period between October 1, through June 30, must be adjusted on the June claiming format effective for the fiscal year to which the adjustment pertains. The claiming format, claiming instructions, and salary pools applicable to that quarter as an allocation base must be used.

An exception to (2) above would be if the adjustment is the result of a change in the time study ratios. If such is the case, a corrected claim must be submitted for each quarter affected. The claiming format, claiming instructions, and salary pools applicable to that quarter as an allocation base must be used.

Homemaker Chore

Effective July 1, 1977, the maximum payment limitations per Homemaker/Chore have been increased to \$400 per month for non-severely impaired individuals and to \$577 per month for severely impaired individuals.

Out-of-Home Care

1. This is to clarify claiming information for Out-of-Home Care contained in All-County Letter No. 77-18 dated April 5, 1977. Instructions contained in that letter incorrectly directed counties to enter the salaries and benefits of staff providing the Social Security Administration (SSA) district offices with current information on the license status of out-of-home facilities on the DFA 325.2, Group III, B1, Eligibility and nonservice. These costs must be entered on the DFA 325.2, Group III, A1, Social Services.
2. The DFA 327.9, revision date 4/77, Footnote 11, contained incorrect instructions for accumulating SSI/SSP costs by including Out-of-Home Care. The revision of the DFA 327.9 (7/77) has corrected this error effective with the July-September quarter claim. Errors in county claiming on the April-June 1977 quarter claim as a result of this change will be corrected by Claims Audit and Control Section, DBP, during desk audit of the claim.

DFA 384-Quarterly Eligibility and Grant Maintenance Report

The requirement that counties which have social worker classes performing eligibility and grant maintenance functions segregate those salary costs on the DFA 384 for claiming purposes has been rescinded. Effective July 1, 1977, State participation will be available for all salaries of the social worker classes performing full-time eligibility and grant maintenance functions.

The rescission does not in any way alter the requirements of DBP Fiscal Manual 25-800 which does not allow counties to use the same casework staff member to perform both Social Services and Income Maintenance time study activities.

Reporting Reminders

1. DFA 394 - Review of Social Services Contracts and Other Direct Costs

The DFA 394 identifies purchase of social services contracts costs to program and types of services. Counties must complete a DFA 394 for each purchase of social service contract on a quarterly basis. The county may choose any month during the quarter or may have the DFA 394 completed on a monthly basis.

The DFA 394 is not to be submitted with the quarterly administrative expense claim. However, it must be retained in the county files for audit purposes.

2. Part-time Staff

For Cost Control purposes the DFA 403 was modified to accommodate part-time staff through the use of full-time equivalents. The definition of a part-time worker is any employee included in item B2a whose total hours (allocable plus non-allocable) are less than one full-time equivalent position. This definition includes permanent-intermittent employees and full-time employees who were hired or terminated during the time study month. Reference: DBP Information Notice 77/13 and 77/58.

3. Appeals/Fair Hearing

Recent changes have been made to the Eligibility Time Study (DFA 43), Time Study Summary (DFA 323), and EW and Cost Distribution Report (DFA 327.7A). The changes reflect the breakout of time for Appeals/Fair Hearing staff in AFDC, NAFS and Medi-Cal. Welfare employees previously time studying to continuing for appeals/fair hearing activities should be entering their time to the appropriate appeals/fair hearing line. Reference: ACL 77-18.

DFA 43

The DFA 43 has undergone a change in time study instructions for AFDC. Effective with the first quarter time study month the following activities should be charged to AFDC intake.

- Intercounty transfers
- FG/U status changes involving Medi-Cal to cash grant
- BHI transfers from FG/U

These changes are reflected on the time study instructions on the back of the Eligibility Time Study. Reference: All County Information Notice 77-48.

EARLY PERIODIC SCREENING DIAGNOSIS AND TREATMENT (EPSDT)

The DFA 327.6, revision date 7/77, Footnote 3, EPSDT, contained incorrect instructions for accumulating EPSDT costs by including Staff Development. Footnote 3 should read, EPSDT - DFA 327.1, Column 8, Less Column 7, Line N.

In addition, the DFA 327.9, revision date 7/77, Footnote 21, EPSDT, is also incorrect. Footnote 21 should read as follows:

Total Expenditures - DFA 327.6, Column 2, Line 0

State Health Care Funds - DFA 327.6, Column 2, Line 0

The above errors affect the claiming format to be used for the September, 1977 quarter. Therefore, counties should correct the applicable claim forms before completing their July-September, 1977 quarter claim.

If you have any questions concerning this letter, please call Laura Williams or Judy Thompson at 916/445-7046.

Sincerely,

A handwritten signature in dark ink, appearing to read "R.E. Reich", is written over the typed name.

R.E. REICH
Deputy Director

cc: CWDA